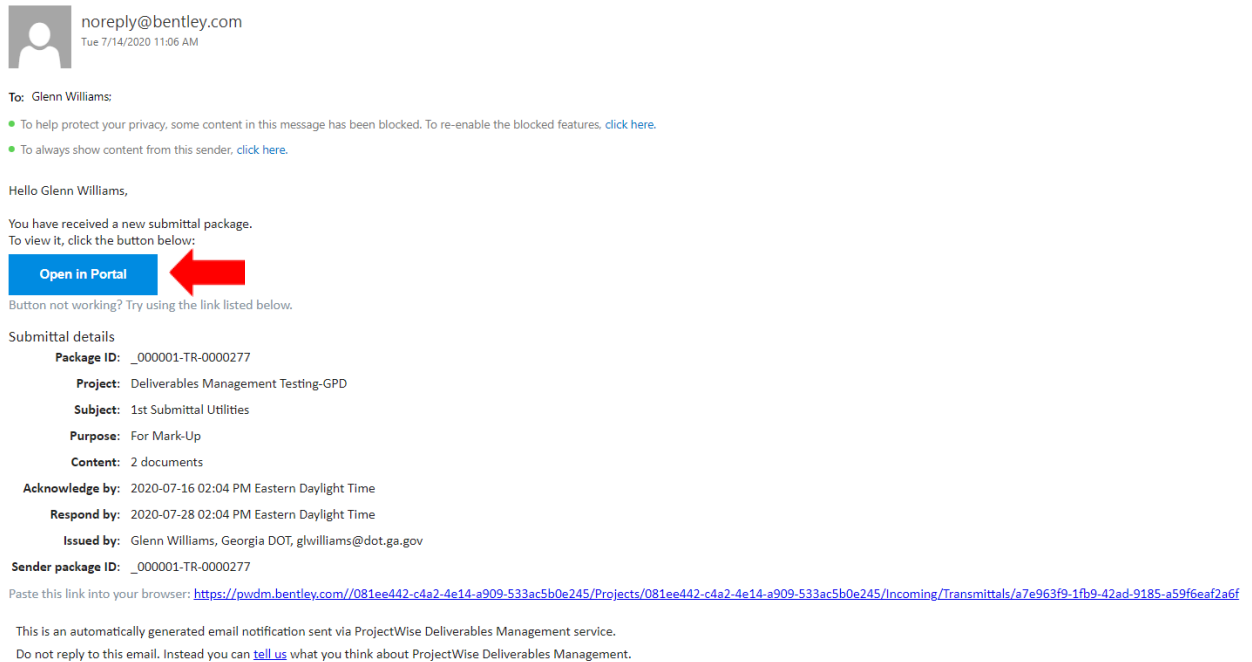


# ProjectWise Deliverables Management Workflow

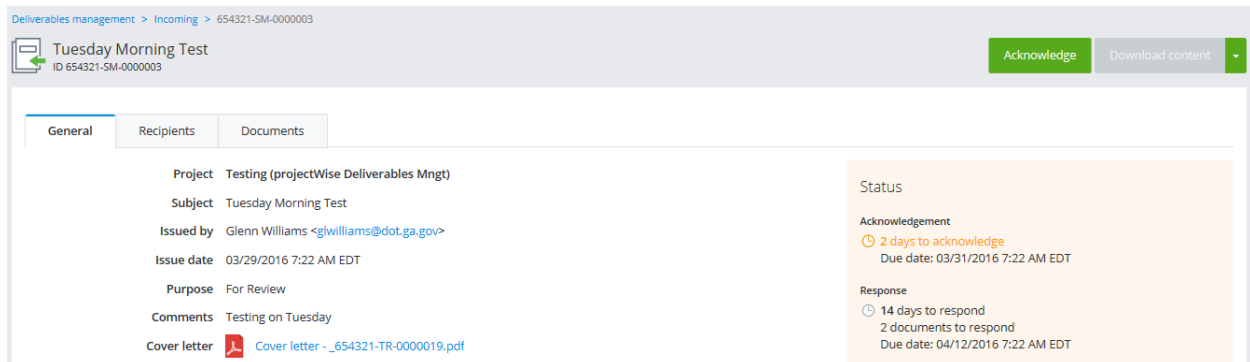
## External Participants – Receive Transmittals

1. When receiving transmittals, you will be notified via email.

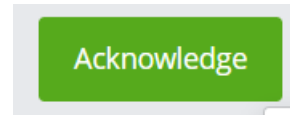


2. To open the package from the email notification, click the **Open in Portal** button in the email (see above).
3. When your browser opens, sign in with your Bentley account.
  - a. Enter your Email Address.
  - b. Enter your **Password**.
  - c. Click **Sign In**.

4. After successfully logging in, the ProjectWise Deliverables Management portal for the project will open.



5. Click on **Acknowledge** in the top right corner to acknowledge receipt of the transmittal. This must be done to get access to files being sent to you.



6. Click on the **Download Content** link in the top right corner to download the transmittal content to your computer.

